



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

300 City Hall Annex  
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Saint Paul, Minnesota 55102  
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Dear Prospective Volunteer,

On behalf of the City of Saint Paul, Division of Parks and Recreation, we would like to thank you for your interest in serving as a volunteer coach. Your interest in sharing your time and talent with us is greatly appreciated.

Saint Paul Parks and Recreation is an award winning organization that prides itself on providing quality recreation programs for the youth of Saint Paul. Much of our success is due to the many volunteers who serve as coaches. Through the instruction, dedication, and enthusiasm of volunteers, our City's youth have had an opportunity to have fun while participating in a variety of sports. They have also gained a better understanding of the importance of teamwork, good sportsmanship and fair play.

Enclosed is a short Volunteer Job Description for coaching the sport that you are interested in. Please look over the description to determine if this is a responsibility that you would like to undertake. A Volunteer Application Form has also been enclosed for you to complete if you have determined that you would like to volunteer. In addition, the Division of Parks and Recreation requests that volunteers who work with vulnerable populations, (i.e. children, individuals with disabilities, and seniors) complete a form that allows us to complete a background check. The Division will use the utmost responsibility and confidentiality in conducting these checks and will keep the results confidential within the Division.

Upon receipt of your completed forms, Fernando Fuentes a member of the Division's athletic committee will process your application and forward it to the appropriate Recreation Center Director. Thank you again, for your interest in volunteering with the City of Saint Paul, Parks and Recreation. We look forward to you joining us as a Volunteer Coach. If you should have questions or concerns regarding the enclosed information and/or forms, please contact Fernando Fuentes at 651-651-298-5709 or you may email him at [fernando.fuentes@ci.stpaul.mn.us](mailto:fernando.fuentes@ci.stpaul.mn.us)

We sincerely hope that you will consider joining our ranks of volunteer coaches. The time you share with us can make a difference in the life of a child.

Sincerely,

Bob Bierscheid, CPRP  
Director



CAPRA Accreditation

AA-ADA-EEO Employer



National Gold Medal Award